



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

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Update

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Formal Review

**Date Submitted** \_\_\_\_\_

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***SECTION I - Identification***

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**Working Title: Outdoor Advertising (OAC)  
Compliance Tech**

**Department: Transportation**

**Job Code Number: 436154**

**Division & Bureau: Engineering  
Right of Way Bureau**

**Job Code Title: Compliance Tech**

**Section & Unit: Outdoor Advertising**

**Pay Band: 4**

**Work Address: 2701 Prospect Avenue  
PO Box 201001  
Helena, MT 59620-1001**

**Position Number: 60011, 60022, 60054**

**Phone: 444-6067**

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FLSA Exempt

☒

FLSA Non-Exempt

☐

Non-Union

☐

MPEA

☐

Blue Collar

**Profile Completed By: Rob Stapley**

**Work Phone: 444-6063**

***Work Unit Mission Statement or Functional Description:***

The Department of Transportation with Helena Headquarters of MDT mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Montana Department of Transportation's (MDT) Highways and Engineering Division prepares projects for bidding and coordinates highway construction. The division is made up of the Materials, Construction, Right-of-Way, Bridge, and Preconstruction Bureaus; the CADD Systems and Engineering Management Support Sections; and portions of the five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes. The Right-of-Way Bureau acquires land for transportation projects and administrative needs. It also provides assistance and payments to individuals and businesses relocated by highways; oversees outdoor advertising signs; designs the right-of-way; and arranges for relocating utilities that conflict with highway construction.

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***Describe the Job's Overall Purpose:***

This position monitors and enforces control of Outdoor Advertising statewide to identify and ensure removal of unlawful advertising signs adjacent to the National Highway System (NHS) and the primary highway system.

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<b><i>SECTION II - Major Duties or Responsibilities</i></b>	<b><i>% of Time</i></b>
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<b>A. Sign Inspection and Compliance</b>	<b>65%</b>
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1. Inspects statewide regulated routes annually to ensure signs are legal and in compliance with laws and requirements. This involves identifying and/or inspecting outdoor advertising sites, locating sites by GPS, photographing signs, and cataloging all signs.
2. Researches public records to identify land ownership, sign location, and locate the sign owner (if other than the landowner).
3. Reviews applicable statutes to determine legality of sign. If sign is not legal or in compliance, determination made whether sign may be permitted, or to initiate proceedings for removal of the unlawful sign pursuant to the Highway Beautification Act. Consults with the Outdoor Advertising Coordinator, Legal Services Bureau, elected Public Officials, and other regulatory officials as needed in determining legality of signs.
4. Interacts with landowners to resolve disputed signs and sign conditions. Explains the Outdoor Advertising program, and assists sign owner with alternate locations or placement of legal signage, while maintaining accurate histories of contacts with sign and site owners.
5. Coordinates the legal removal of unlawful signs by contacting sign and site owners, soliciting contractor estimates for sign removal, and completing all necessary paperwork to ensure removal is done in a professional manner.
6. Reviews and analyzes new applications for sign permits on a statewide bases, including conducting and completing field inspections, reviewing and reporting compliance, making decisions to approve or deny applications. Approval or denial is based on the application of the professional knowledge of the statutes and regulations.
7. Assists the Outdoor Advertising Coordinator and the general public with the Motorist Information Sign Program including sign inventories and locations statewide. Enters sign related data into the electronic file system.
8. Prepares and maintains the Monthly Federal Report which includes the number of illegal signs statewide, number of signs in disrepair, numbers of signs that encroach on the highway right of way, the number of illegal signs that can be made lawful, and how many permitted signs are missing permit plates.
9. Researches and monitors changing methods, laws, and professional standards related to Outdoor Advertising to incorporate appropriate innovations into ongoing project plans. Develops and maintains working relationships with other staff, professional associations, and others states to exchange information regarding program operations and proposed changes.

**B. Appraisal and Negotiation**

**15%**

1. Appraises and negotiates purchase of interests in signs, sign sites, and real property by researching public records, preparing right of way agreements, participating in negotiation conferences, obtaining permission to inspect property, obtaining information about appraised property, and confirming sales of other similar properties.
2. Analyzes and evaluates appraisal information to determine appropriate amounts of State compensation for each sign to be acquired. This involves identification and resolution of discrepancies in factual information, appraisal methods and techniques, and final determinations.
3. Completes property maps, plats or sketches; obtains construction cost estimates and costs to remove unlawful signs.
4. Completes technical and legal documentation required for negotiations and final agreements to ensure the accuracy, clarity, and availability of essential information and data related to sign and real estate appraisals, including right of way agreements specifying the terms and conditions of purchase, deeds, easements, grants of possession, tax reimbursement statements, and contact histories related to the subject property.
5. Negotiates just compensation for sign and real estate acquisitions and acts as intermediary between staff, landowners, Department and private legal representatives, and others to establish consensus regarding property values and compensation amounts. Ensures that any changes in value between appraisal and completion of negotiations are reflected in final compensation.

**C. Legal and Administrative Hearings**

**10%**

1. Collects and prepares exhibits and documents for developing testimony for legal proceedings, including photos of sign and sign location, permit documentation, ownership documentation, and histories of all dealings with sign owners and land owners.
2. Assist Legal staff for mediation, administrative hearings, and/or trial. Testifies as an expert witness, if requested by Legal staff, concerning sign issues.

**D. Other Duties as Assigned**

**10%**

1. Conducts ownership, irrigation, and other special studies, including stock pass and access control, to research and document information related to right of way costs, structural elimination, inclusion, or preservation during construction. Provide information on present and future needs based on the highest and best use of properties.
2. Performs a variety of other duties as assigned by the Outdoor Advertising Coordinator in support of the Department's mission, Bureau's objectives, and operational plans. This includes acting as MDT's liaison with consultants; exchanging information with Department staff, other State and federal agencies, city and county officials, railroads, utilities, and the public; representing the Department's right of way interests at public meetings; coordinating special projects; maintaining project data; attending ongoing education and training; and performing a variety of other duties as assigned.

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1. ***The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

Review sign and permit applications and approve or deny requests. Instruct interested parties on sign regulations. Testify at administrative hearings and in court. Research public records to identify landowners where signs are erected or find the owner of signs on non-owned land.

Travel throughout the state to inspect for permitted signs, illegal signs, and signs that are in despair. Monitor routes for compliance with existing laws and regulations. Travel over 1,000 miles per month.

***The following mental and physical demands are associated with these essential functions:***

**PHYSICAL**

- Heavy lifting (up to 50 pounds)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional; walking, standing, bending
- Travel throughout the state to sign locations
- Operating a personal computer
- Communicating in writing, in person, and over the phone

**MENTAL**

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Analyzing
- Coordinating

2. ***Does this position supervise others?*** ☐ Yes ☒ No

Number directly supervised: 0.0

Position Number(s) of those supervised: N/A

3. ***Attach an Organizational Chart.***

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***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

This position requires knowledge of the principles and practices of highway engineering, mathematics, design and construction, State and federal regulations, and environmental issues as they apply to road construction. The position also requires thorough and extensive knowledge of and experience in

appraisal, including the principles of eminent domain, real estate law and real estate titles, appraisal and acquisition of real property for federal aid projects, and other program functions; applicable state, federal, AASHTO, and FHWA requirements and standards; technical and legal documentation standards; principles of negotiation and conflict management; and a working knowledge of land surveying.

**SKILLS:**

This position requires skills and abilities in examining, interpreting, and translating technical engineering and legal information to varied audiences; standard office software applications (e.g., word processing, database, etc.); analyzing and interpreting statistical information; advanced communication skills, strong ability to establish and maintain effective working relationships, apply analysis and professional judgment in resolving complex situations, negotiating consensus on land values and compensation amounts; explaining and defending Department actions in legal proceedings and formal appraisal reviews; and managing and mediating confrontational or contentious situations with landowners, legal representatives, and others. This position also requires skill in the use of specialized surveying and other equipment such as microfiche readers, microfilm readers, distance measuring equipment, motion analyzers, planimeters, and others.

**Behaviors required to perform these duties:**

See MDT Core Behaviors

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                        | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree                       |
| <input type="checkbox"/> 1-year related college/voc. training         | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

*Acceptable: Any*

**Other education, training, certification, or licensing required (specify):**

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years         |
| <input type="checkbox"/> 1 year                                  | <input type="checkbox"/> 4 years         |
| <input type="checkbox"/> 2 years                                 | <input type="checkbox"/> 5 or more years |

**Other specific experience (optional):**

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☐ Yes ☒ No

Alternative qualifications include:

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***SECTION IV – Other Important Job Information***

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☐ Fingerprint check

☒ Valid driver's license

☐ Background check

☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Bureau Chief:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Jennifer Jensen/Designee

Chief Human Resources Officer  
Human Resources Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_